

# *Pam Posthumus Signature Auction Event*

Wednesday, May 8, 2013

## **Volunteer Application**

(Please print clearly or type)

Name \_\_\_\_\_

Agency/Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_ Cell \_\_\_\_\_

Email (**required**) \_\_\_\_\_

Have you volunteered for this event before? ☐ yes ☐ no If yes, what year? \_\_\_\_\_

If yes, in what capacity? \_\_\_\_\_

**Volunteers will work in teams at the event. Please indicate your first and second team choice, from the list below. Each team will have a team leader. The team leader will take lead at the event to ensure the responsibilities of their team are met. You will be notified of your team leader prior to the event.**

*Please indicate both your first and second choice, from the following selection, by using the number 1 for your first choice and the number 2 for your second choice:*

☐ **Site Set-up Team**: This team will be responsible for displaying auction items on-site, including bid sheets, pens, signs throughout the property, and any additional site set-up needs as determined. This team will need to arrive at the Lansing Center by 9:00 a.m. on May 8.

☐ **Check-In Team**: This team will be responsible for checking in guests as they arrive at the auction. Primary responsibilities are to greet guests and obtain nametags. This team will need to arrive at the Lansing Center by 3:30 p.m. on May 8.

☐ **Guest Services Team**: This team will greet guests as well as assist guests in locating their assigned table. While escorting guests to their respective tables, review the location of restrooms, coat racks, food stations, bars, silent auction tables, etc. After guests are seated, members of this team will float throughout the event to answer questions, provide guest services, and assist event coordinator and the CTF staff as needed. This team will need to arrive at the Lansing Center by 3:00 p.m. on May 8.

☐ **Silent/Live Auction Team**: Members of this team will remain at silent auction tables throughout the silent auction to address guests' questions, close the silent auction at designated time and collect bid sheets. This team will transport auction items to the Gift Distribution area immediately following the closing of the silent auction tables. Members of this team will also assist in the Live Auction by running winning bid #'s to the check-out area as needed. This team will need to arrive at the Lansing Center by 3:30 p.m. on May 8.

☐ **Gift Distribution Team**: This team will sort auction items, delivered by the Silent/Live Auction Team, and prepare for gift pick-up. This team will fill winning bidders invoice with the corresponding items/packages that were purchased. The team leader or designee will sign each invoice to confirm order is complete. This team will need to arrive at the Lansing Center by 4:30 p.m. on May 8.

Your willingness to volunteer for the 11<sup>th</sup> annual Pam Posthumus Signature Auction Event is greatly appreciated. Your time and energy is truly a gift to Michigan's children and families!

Thank you for returning the Volunteer Application by **Monday, April 8, 2013**

**Return to:**  
**Nicole Marble, The Sterling Corporation**  
**106 W. Allegan Street, Suite 200, Lansing 48933**  
**Fax: (517) 267-9078**  
**Phone: 517-267-9027**

**Additional copies of this form and other event documents can be found at:**  
**[www.michigan.gov/ctfsignature](http://www.michigan.gov/ctfsignature)**